

29 October 2004

Directorate of Morale, Welfare, and Recreation (DMWR)

FORT HUACHUCA VOLUNTEER OF THE YEAR

Summary. This regulation establishes procedures for the selection and nomination of the Fort Huachuca Volunteer of the Year for military members, civilians, and youth. Previously nominations were submitted monthly.

Applicability. This regulation is applicable to all directorates and staff offices of the U.S. Army Intelligence Center and Fort Huachuca and partner activities.

Suggested improvements. The proponent of this regulation is the Directorate of Morale, Welfare, and Recreation (DMWR). Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Garrison, ATTN: ATZS-MWC, (Installation Volunteer Coordinator), 556 Augur Avenue, Fort Huachuca, AZ 85613-7011.

Availability. This publication is available solely on the Fort Huachuca Home Page at <http://huachuca-www.army.mil>.

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***This regulation supersedes FH Reg 672-5, 1 May 2001, Fort Huachuca Volunteer of the Month.**

1. Purpose.

This regulation prescribes policies, procedures, and responsibilities for the nomination of deserving personnel for recognition of volunteer participation in private organizational and chapel religious activities on Fort Huachuca. It encourages volunteers by recognizing important contributions made toward the betterment of the Fort Huachuca community.

2. References.

Prescribed and referenced publications and forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

3. Explanation of abbreviations.

- a. ACS Army Community Service
- b. DMWR..... Directorate of Morale, Welfare, and Recreation
- c. USAG U.S. Army Garrison

4. Eligibility.

An individual, who is actively engaged in volunteer activities during the year which benefit the Fort Huachuca community, is eligible for nomination. The volunteer selection board is independently authorized to develop additional selection criteria.

5. Categories.

There will be three categories of volunteers that can be nominated for Fort Huachuca Volunteer of the Year. They are:

- a. Military: any volunteer who is a member of the US Armed Forces.
- b. Civilian: any volunteer who is over the age of 18 that is not currently a member of the military.
- c. Youth: any volunteer who is under the age of 18.

6. Responsibilities.

- a. The Director of MWR is responsible for the overall administration of the program.
- b. The Army Community Service, DMWR is responsible for--

- (1) Ensuring all mandatory nominations and negative responses are received.
 - (2) Preparation of the U.S. Army Garrison (USAG) Certificate of Appreciation.
 - (3) Preparation of the Commanding General's letter of commendation for the individual selected.
 - (4) Maintaining a record of each year's selection proceedings for a period of 5 years. This record will be termed "Minutes of the Board" and will include the date the board convened, board members present, a list of the nominees, rankings of the nominees, and the person selected as the Fort Huachuca Volunteer of the Year. The "Minutes of the Board" will be distributed to board members within 5 working days after the meeting.
- c. The Public Affairs Office is responsible for providing adequate news coverage concerning the Fort Huachuca Volunteer of the Year.

7. Selection Board.

- a. The Fort Huachuca Volunteer of the Year Selection Board is comprised of the following individuals:
- (1) Director, MWR. He or she will serve as Chairman of the Selection Board.
 - (2) Commander, Raymond W. Bliss Army Health Center. The Health Center is included as an employer of a significant number of volunteers.
 - (3) Commander, 111th Military Intelligence Brigade. This individual has knowledge of family readiness group volunteers and their activities.
 - (4) Commander, 11th Signal Brigade. This individual has knowledge of family readiness group volunteers, and their activities.
 - (5) Commander, USAG, Fort Huachuca. The Garrison is included as an employer of a significant number of volunteers.
 - (6) Director, ACS.
 - (7) Installation Staff Chaplain.
 - (8) Installation Volunteer Coordinator. He or she will serve as recorder for the Selection Board.
- b. When primary and alternate board members are on temporary duty or leave, the acting commander, director, or chief may attend and have full voting rights.

c. The Chairman of the Board will be the DMWR. The Installation Volunteer Coordinator will be a nonvoting member. The Chairman will only vote in case of a tie during the final vote.

d. A minimum of four members and the Chairman are required to convene the board. If the Chairman is unable to attend, the most senior ranking member of the board present will assume the duties of the Chairman.

e. The board meets yearly at the request of the Chairman, but no later than 15 days before the awards ceremony, to select the Fort Huachuca Volunteer of the Year. The Chairman of the Board will set the date for the yearly meetings and ensure members receive at least 2 weeks advance notice.

8. Procedures.

a. Nominations of candidates for the Fort Huachuca Volunteer of the Year are submitted to the DMWR, Installation Volunteer Coordinator, using Fort Huachuca Form 672-15 (Nomination for Volunteer of the Year) by 15 March. If 15 March falls on a weekend or holiday, the next working day is the deadline. Each organization is encouraged to nominate their most deserving volunteer for consideration. Each organization can nominate a volunteer for each category: Military, Civilian, and Youth.

b. The following organizations will submit yearly nominations or a negative response:

- (1) ACS
- (2) Child and Youth Services
- (3) Raymond W. Bliss Army Health Center
- (4) Installation Staff Chaplain's Office
- (5) Each brigade

c. The following organizations can submit yearly nominations or a negative response:

- (1) Smith Middle School
- (2) Johnston School
- (3) Myer School
- (4) Disabled American Veterans
- (5) Widowed Support Center

- (6) Thrift Shop
- (7) DMWR
- (8) Scouts
- (9) Any other organization not covered by those mentioned above.

d. Nominations are submitted in letter format (see Figure 1). A nominee who is not selected can be considered for the following year, but a nomination letter must be submitted for each year for record keeping purposes.

e. Each board member will rank all nominees from one to the total number of nominees, with one being the highest score. The rankings of each board member are totaled. Nominees with the three highest rankings are then considered in a final vote. At this time (prior to the final vote), an open discussion will be held among the board members. The final vote is then held and the candidate with the highest ranking becomes the winner. This will take place for each category.

f. The individual who has been selected as the Fort Huachuca Volunteer of the Year may not be re-nominated for a period of 3 years following selection.

g. The individual selected as the Fort Huachuca Volunteer of the Year must be registered with the Installation Volunteer Coordinator prior to accepting the award.

9. Recognition for Volunteer of the Year. The individual selected as the Fort Huachuca Volunteer of the Year is awarded a certificate and a letter of commendation signed by the Commanding General.

NOMINATION FOR VOLUNTEER OF THE YEAR

RETURN TO: ARMY COMMUNITY SERVICE, ATTN: ATZS-MWC

POINT OF CONTACT: *Installation Volunteer Coordinator (IVC)*

PART I

To be eligible, the nominee must have provided service during any 3 months during the period of 1 January through 31 December.

Print or type the following information:

Name of Volunteer: _____

Cumulative volunteer hours: _____

Category: ☐ Military ☐ Civilian ☐ Youth

If nominee volunteers at other agencies, please list them: _____

Nominating Agency: _____ Telephone: _____

Name of Nominator: _____ Telephone: _____

Signature of Nominator: _____

PART II

Cite nominee contribution(s). Provide a narrative detailing how it improved the organization, community, and the installation's quality of life. *(Use reverse side for more space and limit narrative to one typed or printed page.)*

PART III

Provide proposed citation, nine lines or less, describing the volunteer's contribution(s). Include name, dates of work, and organization. *(This narrative will be used on the Certificate of Appreciation. Use reverse side for more space.)*

(NOTE: To qualify, nomination must meet suspense date (15 March). No exceptions.)

FH FORM 672-15-R-E, OCT 2004

FH FORM 672-15, 20 AUG 00, IS OBSOLETE.

Figure 1, Sample Format for Nomination



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
1903 HATFIELD STREET
FORT HUACHUCA ARIZONA 85613-7000

ATZS-CG (608-1a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment to the Selection Board for Volunteer of the Year

1. The following individuals are appointed as Volunteer of the Year Selection Board Members:
 - a. Commander, Raymond W. Bliss Army Health Center
 - b. Commander, 111th Military Intelligence Brigade
 - c. Commander, 11th Signal Brigade
 - d. Commander, U.S. Army Garrison (USAG)
 - e. Director, Morale, Welfare, and Recreation, USAG
 - f. Director, Army Community Service, USAG
 - g. Post Chaplain, USAG
2. Authority: Fort Huachuca Regulation 672-5, Nomination for Volunteer of the Year, 29 Oct 04.
3. Purpose: To perform duties in accordance with Fort Huachuca Regulation 672-5.
4. Period: Until released from appointment.

Figure 2, Appointment Memorandum

ATZS-CG

SUBJECT: Appointment to the Selection Board for Volunteer of the Year

5. Effective date: 31 January XXXX.

WARNER I. SUMPTER
Brigadier General, ARNG
Acting Commander

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ATZS-CH

Figure 2, Appointment Memorandum--Continued

FH Reg 672-5

(ATZS-IMP-B)

WARNER I. SUMPTER
Brigadier General, ARNG
Acting Commander

OFFICIAL:



WILLIAM T. DOYLE
Director of Information Management

DISTRIBUTION:
E